



Scanning Documents

Follow these guidelines when preparing documents to file within the Electronic Document Management System.

Signature – Any filing requiring a signature must be signed in one of three ways: with an actual signature, the symbol “/s/” and the typed name and signature block of the filer, or a digitized signature. See Rule 16.306(4) for more information on using the “/s/” signature.

Page Layout – A document shall be in the upright vertical position when viewed. Margins shall include a 2” x 4” area in the upper right corner of the first page of a document.

Font – Utilize standard fonts (Times New Roman or Arial are the most common) when creating documents. Font size shall be 12 point. The rest of these are in the rules, 16.409.

Document Type – A document must be converted to a portable document format (.pdf) before filing with the Electronic Document Management System, unless it is a Proposed Document, which then must be filed in a Microsoft Word editable format. More information is available in rule 16.409

Protected Information – When protected information is required by law to be included or is material to the case, the party shall redact the protected information in their document and record the protected information on a separate protected information form. See Rule 16.603 for more information.

Document Size – There is a 16 MB limit per document submission. Multiple documents can be submitted per case.

Color & Resolution – Documents should be scanned in black and white. Color scans should only be used on those items when it is essential to the case. Scanner resolution should be set to 200 dpi.

The information contained in the training materials for the Iowa Judicial Branch Electronic Data Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.